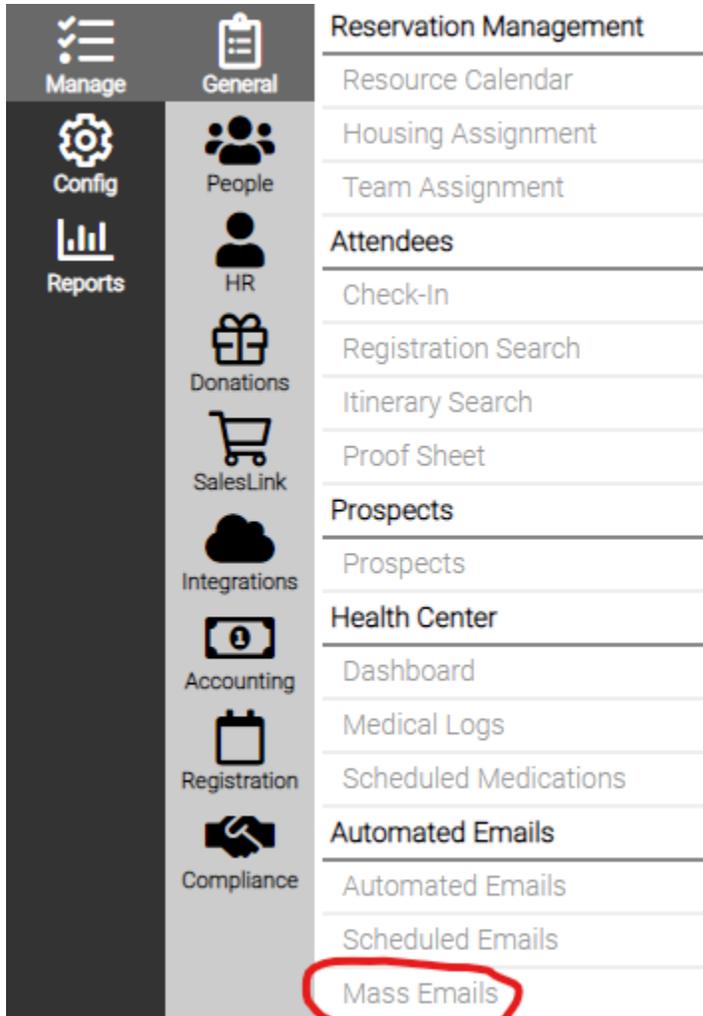
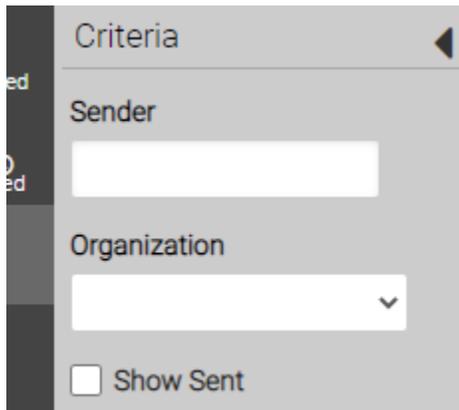


Sending a Mass Email:

1. Select *Manage*, *General* and *Mass Emails* under the *Automated Emails*

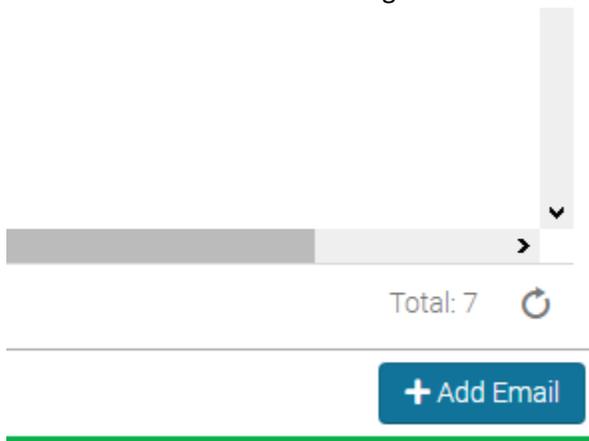


2. Complete the Criteria dropdown menu and select the Organization sending the mass email.



A dialog box titled "Criteria" with a back arrow in the top right corner. It contains three fields: "Sender" with a text input field, "Organization" with a dropdown menu, and a checkbox labeled "Show Sent".

3. Click Add Email at the bottom right corner of the screen



A screenshot of the bottom right corner of a screen. It shows a vertical scrollbar on the right side of a list. Below the list, there is a horizontal bar with a right-pointing arrow. Underneath this bar, the text "Total: 7" is displayed next to a refresh icon. At the bottom right, there is a blue button with a white plus sign and the text "+ Add Email".

- Fill out the From line and Reply To and Subject line

Add Mass Email

From
Jecoliah Ruddock

From Email
jecoliah.ruddock@uta.edu

Reply To

BCC ?

Subject

cancel Save

- Select Recipients

To [Select Recipients](#)

Subject

- Choose a Category to whom you wish to send the email

Drag a column header and drop it here to group by that column

Category	Type	ID	Name	Description
Accounting	Global	-801	Balances Due (Copy)	List of Event Attendees with unpaid balances for events in the giv...
Accounting	Global	-627	Balances Due (Gues...	List of guest groups with a balance
Accounting	Global	-588	Balances Due Past ...	List of Event Attendees with unpaid balances for events in the giv...
Accounting	Global	-181	Balances Overdue (I...	List of Itineraries with a balance due and their Balance Due Date
Accounting	Global	-140	Balances Due (Entit...	Balances owed by itinerary entities, totalled by event year.
Accounting	Global	-49	Balances Due (Itiner...	List of Itineraries with a balance

Total: 7

7. Fill out the Criteria

Criteria ✕

As Of Date *
 

Period Date To Use *

Event Year
  

Itinerary Status
  

Itinerary Type
  

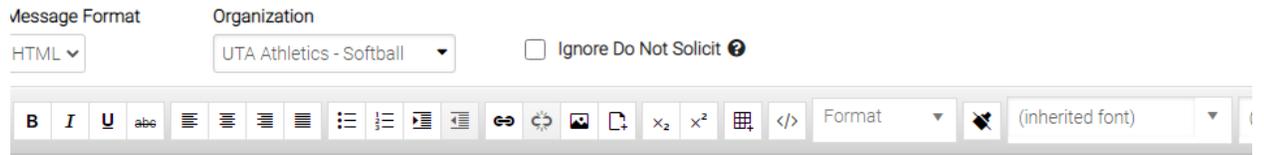
Location
 



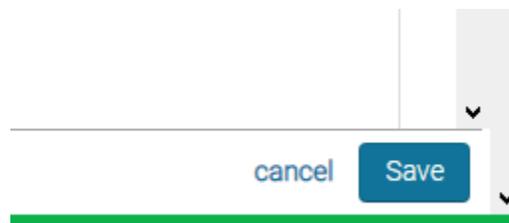
Event
  

[cancel](#) [Clear](#) [Save](#)

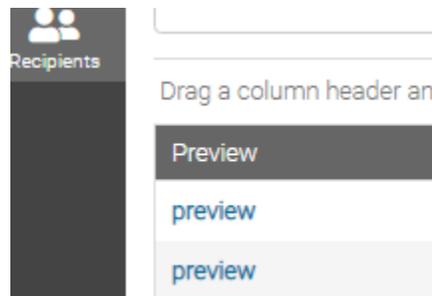
8. Enter in the content of the email



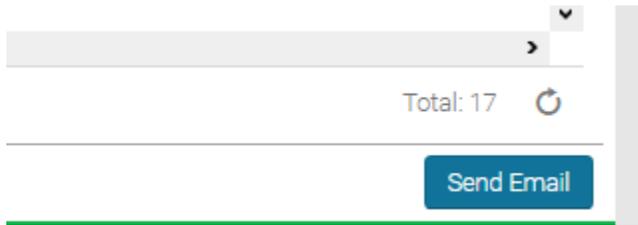
9. Click the blue *Save* button at the bottom right-hand corner of the screen.



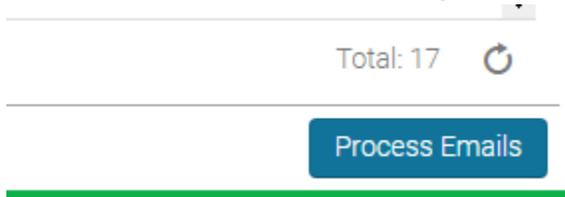
10. Click *Recipients* in the upper left corner of the screen to view the preview. You can send yourself a test email to see what the email will look once it's sent to all recipients.



11. Click *Send Email* at the bottom right corner of the screen.



12. Click *Process Emails* at the bottom right corner of the screen to send emails out.



13. Click on *Recipients* in the upper left corner of the screen to see everyone it was sent to and if the email went through.

A screenshot of a table titled "Recipients". The table has columns for "Include", "Recipient Type", "Entry", "Email", and "Status". There are four rows of data, all with a status of "Email was sent to the recipient on a previous run." The "Entry" and "Email" columns are redacted with purple scribbles.

Include	Recipient Type	Entry	Email	Status
true	TO	[REDACTED]	[REDACTED]	Email was sent to the recipient on a previous run.
true	TO	[REDACTED]	[REDACTED]	Email was sent to the recipient on a previous run.
true	TO	[REDACTED]	[REDACTED]	Email was sent to the recipient on a previous run.
true	TO	[REDACTED]	[REDACTED]	Email was sent to the recipient on a previous run.